I M P O R T A N T

Please Follow the Below Inspection Procedures

Before signing to accept shipment:
- Count all cartons, noting any overage or shortage
- Inspect carton exterior, noting any visible damage
- Open cartons, paying special attention to the casters and storage latches, noting any damage

1. When signing for shipment, record all noted above on the delivery receipt.

   IMPORTANT: Have the driver sign and date the delivery receipt to acknowledge all shortage and damage.

2. If concealed damage is discovered ***after*** accepting and signing for the shipment, call customer service immediately. If necessary, we will request an inspection, but this request **MUST** be made within 10 days of delivery.

3. In the event of damage, save all cartons and do not remove dividers from the receiving area.

4. Contact **Customer Service** immediately at **800-553-0110** to report any damage or shortage.